

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 20-6-21		Prepared by: BHAVANI	
PO/WO no. 75865		PO / WO Date. 23-03-21	
Supplier Name Green Belt Services		PO/WO amount 7,420/-	
Firm/Company Nilgiri Estates		Project NE	
Sl. No.	Bill No.	Bill Date	Bill amount
1	011	29-3-21	8745
2			
3			
4			
Amount A - Bills total(Excluding Transport & Hamali Charges):			8745
Sl. No.	DC No	DC. Date	MRN No. DC matches MRN
1.	10	26-3-21	☐ Yes ☐ No
2.			☐ Yes ☐ No
3.			☐ Yes ☐ No
Amount B - Other Credits : Transportation charges			-
Amount C - Other Debits :			-
Amount D (D=A+B-C) - Amount to be credited to the supplier:			8745
Amount E - PO / WO value:			7420
Amount F - Difference (A - E): GST-18%			1325
Quantity received as per PO /WO		☒ Yes ☐ Excess received ☐ Short received ☐ Other (explained below)	
Is difference between PO / Bill acceptable?		☒ Yes ☐ No (explained below)	
Excess / short material received		☐ Approved - within acceptable limits ☐ No (explained below)	
Close PO / W?O		☒ Yes ☐ No - wait for balance material ☐ No (explained below)	
Advance paid / PDC given (deduct when paying)		☐ Yes - Rs. /- ☒ No	
Payment - due date		25-5-21	
Remarks: Transportation charges may considered Incentive Rs - 20/-			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
MD	Accounts - receiver of bill	Accountant	Accounts Manager
Sign:			
Date	20/5/21	26/5/21	

Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach additional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve Pos/Wos upto Rs. 10,000/-, Purchase Manager or Procurement Manager to approve all bills from 10,000/- to 1,00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude transport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 10,000/- 7. MD to approve all bills above 1,00,000/-

GSTIN :36AAUFG2910P1ZT

INVOICE

Cell : 8897895924

Composite Scheme



GREEN BELT SERVICES

GARDENING, HOUSE KEEPING, PAINTING, CIVIL & LABOUR CONTRACTOR

H.No. 4-1270, Marthanda Nagar, New Hafeezpet, Near Kondapur, Hyderabad - 49.

E-mail : greenbeltservices.2212@gmail.com

M/s. Nilgiri EstatesRampallySl.No. 11Date: 29/03/2021D.C.No. 10Date: 26/3/2021P.O.No. 75865 Date:

S.No.	PARTICULARS	Qty.	Rate	AMOUNT	
				Rs.	Ps.
1	Supply of plants	-		8745	200
				TOTAL	
				8745	200
GREEN BELT SERVICES Bank Name: HDFC Bank A/c. No.50200055048996 IFSC Code: HDFC0002019				For GREEN BELT SERVICES  Authorised Signatory	
Rupees inwards: <u>Eight Thousand</u> <u>Seven Hundred and forty five only</u>					



GSTIN :36AAUFG2910P1ZT

DELIVERY CHALLAN

Cell : 8897895924

Composite Scheme

**GREEN BELT SERVICES**

GARDENING, HOUSE KEEPING, PAINTING, CIVIL & LABOUR CONTRACTOR
H.No. 4-1270, Marthanda Nagar, New Hafeezpet, Near Kondapur, Hyderabad - 49.
E-mail : greenbeltservices.2212@gmail.com

M/s. Nilgiri EstatesRampallyD.C.No. 10 Date 26/03/2021P.O.No. 75865 Date :

S.No.	PARTICULARS	QUANTITY
1	Nilgiri plants	200 no's
2	Trans post Extra	-

INWARD	
Inward No:	Dt: 26/2/21
MRN No:	Dt:
Received By:	Sign:
Ashish	
Nilgiri Estates	

Receivers Signature

For GREEN BELT SERVICES

Authorised Signatory

Purchase Order



75865

24.03.21 11:09:56

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From Company : **Nilgiri Estates**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003.
G S T No. : 36AAHFN0766F1ZA

Supplier Details

Green Belt Services
4-1270, Marthand nagar, New HafeezPet, Near Konda pur Hyd-49

GSTIN 36AAUFG2910P1ZT

8897895924

Doc No	75865	175245
Doc Date	23-03-2021	
Quote No	Nil	
Quote Date	22-03-2021	
SupplyType	Supply	

Kind Attn : Mr.Ravi Shanker

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 6031 - Miscellaneous - Plants - NA - nos Nerium plants	200.00	35.00	0.00	6.00	7,420.00
Rupees : Seven Thousand Four Hundred Twenty Only.					Total Order Value . . . 7,420.00

Terms and Conditions :-

Specification / As per details given in the quotation.
Payment Terms After Delivery & Production of bill
Tax Inclusive of all taxes
Delivery Date Within 7 days
Delivery Location Nilgiri Estate
Sy.No.143/133/134/135/136, Rampally Village.
Phone. 9030931172
Penalty For Delay Nil
Transportation Extra.
Warranty Nil
Advance Paid Rs.....
Other Terms We reserve the right to reject items not conforming to quality and specifications. Above order for site plantation use
Completion Date Nil
Measurment Nil
Security Nil
Remarks

For **Nilgiri Estates**
Authorised Signatory

Name :

26/03/2021

Name :

Accepted the above Terms And Conditions
For **Green Belt Services**

Date : _/_/

Requisition Form

Company Name:		NILGIRI ESTATES		Date:		23-03-21	
Site & Phase :		NILGIRI ESTATE		Time:		14:04	
Supplier				Req. No.		175245	
Material required before date:					ID No.		64913
No	Description	Size	Quantity	Units	Inward No	Date	
1	Nerium Plant's	STD	200	No's			
2							
3							
4							
5							
6							
7							
8							
9							
10							
Remarks: - For Totlot's purpose							
Prepared By		kavitha		Approved by			
Sign. & Date		23-03-21		Sign. & Date			
						APPROVED BY 74 MAR 2021 SOHAM MODI MANAGING DIRECTOR	

Note: On receipt of material at site write inward number and date in last 2 columns.

Estimate/Draft PO

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Original / Office Copy / Purchase Div. Copy

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5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003.
G S T No. : 36AAHFN0766F1ZA

Supplier Details

Green Belt Services
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Transportation Extra.
Warranty Nil
Advance Paid Rs.....
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Completion Date Nil
Measurment Nil
Security Nil
Remarks

APPROVED BY
24 MAR 2021
SOHAM MODI
MANAGING DIRECTOR

For Nilgiri Estates

Authorised Signatory

Accepted the above Terms And Conditions

For Green Belt Services

Name : _____

Name : _____

Date : ____/____/____